

File *Family Serv.*
Bureau

MINUTES OF BOARD OF DIRECTORS' MEETING
HELD THURSDAY, JANUARY 31, 1963

Present were: Mr. Hardin Dr. Silverman
 Mr. Cooper Mr. Barlow
 Dr. Wood Mr. Sterling
 Miss Voigt Mr. Feuerstein
 Mr. Merdinger Mr. Arentz
 Mr. Wilson Father Berry
 Dr. Paddock

From Staff: Mr. Kilduff

MINUTES OF LAST BOARD MEETING

Minutes of last Board Meeting were approved as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report for the 12 month period beginning January 1, 1962 and ending December 31, 1962. The report showed 12 months Disbursements \$98,631.13 - 12 months Receipts \$87,626.76. The agency invaded Capital Account for \$11,004.37 in order to maintain service. The Treasurer's Report was accepted as presented.

BUDGET APPROPRIATION FROM WELFARE FEDERATION

Mr. Wilson, our representative on the Budget Sub-Committee of the Welfare Federation, reported that the Family Service Bureau of Newark had received a grant of \$65,000 for year January 1, 1963 through December 31, 1963, an increase of \$1,000 over the previous year. In making his report, Mr. Wilson stated that the United Appeals raised between \$60,000 and \$65,000 over last year and the Sub-Committee received an additional \$6,428 to allocate to the agencies in the Family and General Welfare Division. Mr. Wilson reported that the following comparisons may be made in the appropriations received by agencies within group from the Welfare Federation in 1962 and 1963:

	<u>1962</u>	<u>1963</u>
American Red Cross	\$402,547	\$402,547
American Red Cross - Belleville	10,748	12,000
Central Relief	600	600
Child Service Association	39,000	38,000
Essex County Legal Aid Society	3,500	2,500
Family Service Bureau of Newark	64,000	65,000
Family Service Bureau of Belleville	10,055	11,055
Salvation Army	99,770	103,453
Traveler's Aid Society	19,150	19,150
Urban League	<u>28,500</u>	<u>30,000</u>
Total appropriation for this Division	677,870	684,305

Mr. Wilson further reported that Family & General Welfare Sub-Committee has a reserve of \$30,000. He told the Board that the Belleville Agency

was in poor financial shape and if in the course of the year definite steps are taken by the Family Service Bureau of Belleville to merge with Family Service Bureau of Newark, then a great part of the \$30,000 now in reserve may be used as an additional resource to effect this merger.

The report of Mr. Wilson was accepted by the Board.

NEWARK-BELLEVILLE PROPOSAL

Mr. Hardin informed the Board that in light of Mr. Wilson's remarks re finances and on the basis of what had transpired in a meeting of Mr. Geaney and Mr. Kilduff with the Belleville Agency Board at their request, it seemed appropriate to discuss concretely merger plans with the Belleville Agency. Prior to the Board Meeting, Mr. Hardin had asked the Executive Secretary to obtain certain facts and figures from the Belleville Agency. Mrs. Fawcett, Executive of the Belleville Agency, most cooperatively sent to Mr. Kilduff their statistics and budget expenditures for 1962, together with her estimate of what it would cost to run the agency for 1963. The expenditures for 1962 showed a total of \$16,777.12. The total number of cases handled during 1962 was 97 with an intake of 66 new cases.

After thorough discussion, Dr. Paddock moved and Mr. Feuerstein seconded that the Family Service Bureau of Newark approve in principle subject to satisfactory financial arrangements with the Welfare Federation a proposal that the Belleville Family Agency, when approved by this Board, merge with the Family Service Bureau of Newark.

In order to carry out the discussions and negotiations, Mr. Geaney was appointed chairman of a committee to discuss further negotiations with the Belleville Agency.

Mr. Arentz suggested that the Executive Secretary ask for a letter from the Welfare Federation of Newark suggesting our agency look into the feasibility of such a merger.

FINANCE COMMITTEE REPORT

In the absence of Mr. Williams, Mr. Kilduff indicated that the Investment Advisors to the Finance Committee had met on December 28, 1962 and had reviewed the entire portfolio and it was their opinion at this time that no change be made in it. However, the Investment Advisors agreed to meet again the early part of February and it was Mr. Williams' intent to then convey their suggested changes to the Finance Committee of the Board for their recommendations and approval.

REPORT FROM NEWARK HOUSING AUTHORITY

In the absence of Mr. Jones, Mr. Hardin stated since our last meeting the Urban Renewal Administration had rejected the \$45,000 that had been agreed on many months ago. The Federal Government felt that this \$45,000 was in excess of the valuation of our properties at 40-42 Bleeker Street. However, after discussion with the Housing Authority, Mr. Jones received assurance that a figure of \$41,500 would be acceptable to the Federal Government and Urban Renewal Administration and a new option agreement has been drawn between the

agency and the Urban Renewal Administration. It was Mr. Hardin's suggestion that the Board should vote to accept this new figure. After much discussion by the Board, Dr. Silverman moved and Mr. Feuerstein seconded the acceptance of the new figure of \$41,500. The motion was passed by the Board.

PROGRESS REPORT 15 FULTON STREET

Mr. Merdinger reported that there were a few problems that the committee became aware of in the remodeling of our new quarters. At Board Meeting of September 27, 1962, the Board approved borrowing of \$25,000 from the bank for remodeling 15 Fulton Street. At the present time, the committee has already committed the agency to \$28,466.40. The initial contract with the R. D. Construction Corporation called for an expenditure of \$24,055. The reasons for the increase are as follows:

- \$445.00 - to meet requirements of the N. J. Bell Telephone Co. for the conduit installation essential to the system of telephone service required by the agency. This was not in the original estimate. (See letter dated January 25, 1963 from Litwack & Shteir)
- \$920.00 - for the elimination of structural defects which became apparent when the cellar ceiling was removed for repair. (See letter January 3, 1963 from Litwack & Shteir)
- \$276.40 - for installation of sheetrock on basement ceiling. (See letter dated December 5, 1962 from Litwack & Shteir)
- \$2770.00 - resurfacing of the entire building with cementitious "brickface." (See letter dated December 5, 1962 from Litwack & Shteir).

It was moved by Dr. Wood and seconded by Mr. Feuerstein that we approve the commitments made by the committee. This was unanimously approved by the Board.

Continuing his report, Mr. Merdinger said that the construction costs have risen still further because the second and third floor stairwells had to be enclosed to meet the requirements of the building code of Newark. The R. D. Construction Company estimates this cost at \$310. The Board in a separate action approved this expenditure.

To complete the cellar's electrical wiring, which was not computed in the original estimate, and to put in the proper lighting, an additional \$635 is necessary. The Board unanimously approved this expenditure.

Also in the original plans, while the insertion of air conditioners was made a part of this plan, because it seems more desirable in some areas within the building to relocate the air conditioners either through the walls or transoms, an additional charge is estimated at \$660. This was unanimously approved by the Board. The total cost involved amounts to \$1,605.

This expenditure does not include the painting of the inside of the building. It is estimated that the figure for remodeling 15 Fulton Street will be between \$30,00 and \$32,000.

After thorough discussion, Mr. Merdinger requested that his committee be given the power to borrow up to \$35,000 from the bank to meet all obligations of remodeling 15 Fulton Street. This motion was unanimously passed by the Board, giving power to Mr. Merdinger's committee to borrow up to but not to exceed \$35,000.

CASE COMMITTEE REPORT

Dr. Paddock reported that at a meeting of the Case Committee, the Case Committee listened to a client explain how she had been helped with her family problems as they related to her teenaged son. Without the help of the Bureau she felt the boy could have become delinquent. She is more than grateful with the way that both her problem and her son's were handled. She is still coming to the agency and still needs help but she feels the crisis is over and both she and the boy are now able to get along better with each other.

PUBLIC RELATIONS COMMITTEE REPORT

In the absence of Mr. Geaney, Mr. Kilduff informed the Board that the Public Relations Committee had met and are working out plans for the Open House, to be held tentatively March 28th at 15 Fulton Street. Arrangements and assignments have been given to all members of the Public Relations Committee and it is our hope to invite both clients and interested people within the community to this Open House. Board members have been asked to submit names of individuals and organizations who they feel should be invited.

AGENCY REPORT

Mr. Kilduff informed the Board that Miss Margaret Murta, the new area representative from Family Service Association of America, would like to review Family Service Bureau's program. A suggested time is the latter part of March and it is also hoped that when she does come, Board Members will make themselves available to talk to her. The Board Members present agreed that they would like the opportunity of meeting her when she comes in March.

The statistics showing the work of the agency throughout the year was given to the Board. It is enclosed with these minutes. A full discussion of these statistics and their implications will be made at the February Board Meeting which will take place on the last Thursday of the month - February 28th.

Edward V. Kilduff
Executive Secretary

STATISTICS - JANUARY thru DECEMBER 1962

Number of cases carried over to January 1962	231
Number of new applications during 1962	1112
Number of cases handled during 1962	1343
Number of cases carried over to January 1963	225
Average number of open cases per month during 1962	288
Average number of active cases per month during 1962	237

<u>1962</u>	<u>Carried over cases</u>	<u>New</u>	<u>Cases open</u>	<u>Cases active</u>	<u>Cases closed</u>	<u>In-person interviews</u>	<u>Telephone interviews</u>
Jan.	231	121	352	252	163	606	320
Feb.	189	73	262	225	76	511	350
March	186	114	300	277	102	636	371
April	198	84	282	240	100	511	269
May	182	90	272	234	83	540	276
June	189	80	269	216	86	633	233
July	183	82	265	201	89	607	220
Aug.	176	121	297	260	103	583	349
Sept.	194	75	269	228	84	477	312
Oct.	185	103	288	242	83	592	311
Nov.	205	106	311	247	90	501	274
Dec.	221	<u>63</u>	<u>284</u>	<u>228</u>	<u>59</u>	<u>499</u>	<u>270</u>
TOTALS		1112	3451	2850	1116	6696	3555